RECORD MANAGEMENT

1. Archival Policy Resolution: The first Report of the Director of Archives containing information on the implementation of the Archival Policy Resolution for the periods 1972-73 and 1973-74 was printed and distributed among the Ministries and their offices.

The Second Report for 1974-75 was sent to the Department of Culture, Government of India, on 22nd January 1976 for approval.

Ministries/Departments have been requested to give top priority to the appointment of trained Departmental Record Officers. Stress has also been laid on the need for the compilation/revision of the Retention Schedules of records specific to each Ministry/Department.

Appraisal of Records: 50,277 files pertaining to President Secretariat (1866-1970), Cabinet Secretariat (1938-1945), Ministry of Defence (1874-1902), Department of Military Supply (1902-1907), Military Department (1903-1906) and Ministry of External Affairs (1937-1949) were appraised, out of which 14,793 files were recommended for pre-permanent retention while 35,484 files were marked for weeding. The percentage of files for permanent retention comes to 29.5%.

Scrutiny of the Retention Schedule: As provided in para 6 of the Archival Policy Resolution Retention Schedule compiled by the Ministry of External Affairs, Health and Family Planning, Department of Health, Central Bureau of Investigation, Chief Controller of Imports and Exports, Planning Commission and Central Public Works Department, were scrutinized and recommendations transmitted to the concerned agencies for further necessary action.

Preliminary study of the Retention Schedule of the Ministry of Home Affairs, Inland Water Transpprt Directorate, Indian

Council of Agricultural Research, New Delhi and Gold Control Administrator, Bombay, was also done and necessary advice tendered for further action. Ministry of Labour, Department of Labour and Employment, and Finance (Customs, Central Excise and Income Tax Wings) have also sent to this Department the Retention Schedules of their records for vetting.

Inspection of Departmental Record Rooms: Record Rooms of the President's Secretariat, New Delhi, and the Forest Research Institute and Colleges, Dehradun as also three Record Rooms of the Ministry of Defence (viz., Electrical and Mechanical Engineering Corps, Army Staff Establishment Committee Secretariat and General Staff Geographical Section, New Delhi) were inspected. Necessary inspection reports containing recommendations were sent to the concerned offices. On the spot survey of the records of the Institute of Criminology and Forensic Science was also done and requisite suggestions for resolving the archival problems were tendered to the Institute.

Recording, Indexing and Appraisal of files: Since much was desired in the quality of work connected with recording, appraisal and indexing of records, the Department decided to assist the Ministries in this behalf as provided under para 12 of the Archival Policy Resolution. Accordingly a circular was issued to the Ministries of the Union Government requesting them to furnish quarterly information on the progress made by them in this respect and also to intimate the difficulties, if any, experienced by them in carrying out this work. 65 replies were received in this behalf upto 31st March, 1976.

Depth-Indexing: At a meeting of O & M Officers held under the auspices of Department of Personnel and Administrative Reforms from 2nd to 9th April, 1975, the representative of the National Archives of India expressed the view that indexing should be done in such a manner that it can provide

an exhaustive reference media to the records of permanent value but the officers present at the meeting felt that the existing practice of preparing index slips subject-heads-wise at the time of opening a file was meant to help the Ministries/Departments in locating their current and semi-current records and as such should be continued.

Framing of Statutory Rules: On 20th September, 1975, another meeting was held for discussing the scope of Destruction of Records Act V of 1917, and the practicability of framing statutory rules for weeding of records of the Central Ministries vis-a-vis the recommendations made by the Committee on Subordinate Legislation of the Fifth Lok Sabha (4th report para 50). The Committee recommended that the Act V of 1917 being too vague and limited in its scope, the National Archives of India should draft a comprehensive Archival Bill. A draft Bill on the lines suggested by the Committee has been framed and sent to the Government of India in the Department of Culture for further necessary action.

Printing of Records: A meeting was held on 29th November, 1975 at the National Archives for the preliminary discussion to consider the revival of printing of permanent Government records. It was attended by the representatives of the Ministries of External Affairs, Home Affairs, Works and Housing, Finance, Department of Personnel and Administrative Reforms and Department of Culture. The following decisions were taken:

(1) The representative of the Ministry of Works & Housing would collect information about the extent of surplus capacity in Government printing presses, and also about the average estimated cost of printing per page, including composing, cost of good quality paper and binding; (2) the National Archives of India would recalculate the cost involved in typing the files, including the cost of furniture, accommodation and supervisory staff required if four copies are to be typed out of all

records permanent value created each year by the Government of India; and (3) Representatives of the different Ministries /Departments present in the meeting would brief their senior officers and another Inter-Departmental Meeting would be convened at a higher level to discuss the matter further

As per decision 2 above, the National Archives of India sent the revised estimate of expenditure involved in the typing of permanent records of Ministries/Departments to the representatives of the Ministries. A higher level meeting was held on the 7th July, 1976 under the Chairmanship of Mrs. Anjani Dayanand, Joint Secretary, Department of Culture, Shastri Bhavan, New Delhi, to discuss the possibility of printing of Government records.

RESEARCH AND REFERENCE

During the period under report 576 Indian and Foreign scholars availed themselves of the research facilities.

67 queries received from various Government Departments, Private Institution and individuals for information based on Records were attended to.

PUBLICATION PROGRAMME

Fort William-India House Correspondence: The printing of Volume VII (Home Public, 1773-76), edited by Dr. R.P. Patwardhan was compeleted by the Press. Volume XVI (Secret, Foreign & Political, 1787-91), edited by Prof. S.H.Askari and Volume XVIII (Secret, Foreign and Political, 1796-1800) edited by Rev. Father, H.Heras, were printed off. Volume XVIII was received from the press and distributed while Volume XVI is awaiting arrival from the press. The printing of Volume XII (Home Public, 1793-95) edited by Dr. A.Tripathi, was taken up by the press. The copies of Volume XIX (Military, 1787-91) edited by Dr. B.Prasad were received from the press and distributed.